

House District 1

Senate District 4

**THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hamakua Youth Foundation, Inc.
Dba:
Hamakua Youth Center
Street Address: 45-3396 Mamane St, Honokaa, HI 96727
Mailing Address: PO Box 318, Honokaa, HI 96727

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name T. MAHEALANI MAIKU'i
Title Executive Director
Phone # 808-775-0976
Fax # _____
E-mail hamakuayouthcenter@gmail.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HAMAKUA YOUTH CENTER

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 40,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____
 FEDERAL \$ _____
 COUNTY \$ _____
 PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

JACK ZIMMERMAN, PRESIDENT
NAME & TITLE

1/9/15
DATE SIGNED



Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

The Hamakua Youth Center (HYC) was started as a grassroots project in 1996 by a group of community members who saw the need for youth to have a safe place to be during non-school hours. For 13 years, the YWCA supported and sponsored the HYC. The Hamakua Youth Foundation, Inc. (HYF), a community all-volunteer grassroots 501(c)3 organization, took over management of the Center on July 1, 2009. The HYF is dedicated to creating a nurturing youth service program for ages 10-18 during non-school hours, engaging youth in environmental sustainability and stewardship, providing Hawaiian culture and arts education, developing youth leadership and connecting youth and their families with social service agencies.

Hamakua Youth Center provides no-cost after-school programs open daily, during intersessions, occasional weekends and summer breaks to school age youth in Honokaa. HYC continually strives to instill life skills that are guided by traditional values - **aloha, kokua, malama & mahalo**. HYC offers safe, adult supervised programs and activities and youth to youth mentoring through homework assistance and leadership training. We provide media/music/video recording/production as well as traditional Hawaiian and contemporary arts and crafts and holiday themed craft activities. HYC is currently the only facility in the Hamakua District that focuses primarily on programs for elementary through high school youth. After-school alternatives for youth are limited and our youth are considered at risk for unhealthy behaviors based on the family demographics in our community. Our general objectives are to expand the scope of programs to provide more alternatives for youth; offer additional training to staff; assist volunteers and parents in enabling them to identify and correct unhealthy behaviors in both youth and families; design programs that build self-concept, mutual respect and teamwork, and expand learning capacity.

2. The goals and objectives related to the request;

The goals of HYF pertaining to this request are three fold. First, we are continuing to make HYC sustainable. Expanding the fiscal resources from only grants, donations and county resources to include state and eventually federal funding, will help ensure that the center will be available to provide a safe environment for youth during after-school, intersession and occasional weekend programs.

Second, we want to expand current activities offered. After compiling the needs assessment survey, we have identified additional classes that our participants and local youth requested.

Third, we want to develop a business plan for expansion of the *Connecting to the 'Aina* project. Objectives of the business plan include to evaluate potential permanent facilities for HYC; develop a plan for an aquaponics system, garden and animal care learning center; develop job descriptions for program and agriculture coordinators; develop partner and fiscal resources plan; and develop evaluation criteria for program expansion.

3. The public purpose and need to be served;

The Hamakua Youth Center has recently partnered with a new non-profit organization, Hamakua Harvest Incorporated. The partnership will allow the youth we serve to plant, grow, market and sell agriculture products at their farmers' market. Our youth will connect to the 'aina and the learn importance of relating to our culture and community of Hamakua.

We believe that when youth are engaged in activities such as Hamakua Harvest, Hawaiian culture and leadership training we are giving them healthy alternatives compared to making poor choices and self-destructive patterns. The best part of this approach is the youth feel it's theirs; they own it and they long for such activities. All such activities, special programs, services, snacks and meals are at no cost to participants or their families. We provide a safe, nurturing, adult supervised and engaging program for the youth of Hamakua. We perpetuate Hawaiian culture through chants, songs, traditional planting, harvesting, traditional living patterns, and leadership training. We give our youth the opportunity to perpetuate Hawaiian culture experientially. HYC believes in building strong partnerships with community members that embrace Hawaiian culture.

The center's regular activities include group games and activities; meal prep consumption and clean up; and monthly themed arts and crafts activities. Research, tutoring and other homework support are offered daily. Staff and volunteers take a personal approach to every youth entering the door with an emphasis on aloha, lifetime learning and building self-esteem. Many participants consider HYC their home away from home and have renamed it "Our House", which reflects their collective feelings of ownership in their community ohana.

HYF conducted a needs assessment for both the youth attending Honoka'a Intermediate and High School and adults in the Honoka'a community. We have over 750 total surveys to guide us in future expansion of special interest classes. Survey results indicated that the youth center should extend its classes to include culinary skills, cultural classes, music, photography, and agriculture.

Locally, we have been significantly affected by the closing of the sugar industry. Even though it has been 20 years now, the Hamakua coast is still primarily agricultural but without large corporation influence. However, affordable and long-term land availability for small farmers is a problem, as highlighted by the recent news of a significant portion of Waipi'o Valley being put up for sale by Bishop Museum. This could have significant impact on how local youth

view the political environment on whether agriculture is a viable possibility for their future. Specifically in Waipi'o Valley, the age of local farmers increase and fewer young farmers come in to take their place, the ability for Hawai'i to produce their own food decreases. Local produce needs both land and labor. We need to encourage our youth to continue producing food and managing our natural resources.

The proposed agricultural program will be a learning center that can serve the entire island. This grant will help establish the business plan for that project and the implementation of the learning center that the agriculture program supports will be initiated in the 2017 – 2018 time frame.

4. Describe the target population to be served; and

The Hamakua Youth Foundation serves the high need population of Hamakua District on Hawai'i Island. Hamakua's population of 7,800 continues to experience a high poverty and unemployment rate which is 1.5 times the State average. The majority of working parents whose children are served by the center spend an average of 12 to 14 hours a day out of the home, which creates an extensive amount of unsupervised time. As a result, HYC is seeing a substantial number of underserved children. We serve over 300 youth during the fiscal year – an average of 20 youth each day.

Over 50% of students in the Honokaa school district are on free or reduced school lunch program. The youth we serve are approximately 42% under 10 years old, 54% between 10 – 17, and 4% over 18 years old. Approximately 22% of the area families have single heads of household and there is a continuing high level of unemployment and underemployment with local work opportunities minimal. Youth are often on their own in the mornings, after school, during intersessions, and often times in the evening as well.

The ethnic make-up of our residents is diverse. According to 2010 census figures from the Hawaii County Data Book, 40% of the Hamakua District population identify themselves as Asian alone (this includes Filipino, Japanese, Chinese and Korean); 8% identify themselves as Hawaiian or Pacific Islander, 1% identify with other race only and the majority 52% identify themselves as mixed race. This is typical of the diverse population on throughout our island. Recent immigrants to our area include primarily Mexican and Marshallese.

5. Describe the geographic coverage.

HYC serves the Honoka'a High School Complex which includes students from Waimea, Waipi'o, Kukuihaele, Ahualoa, Honoka'a, Pa'auhau, Kalopa, and Pa'auilo.

Hamakua coast is approximately 50 miles long, along the ocean beginning north of Laupahoehoe and ending at Waipi'o valley. The district covers over 580 square miles and stretches south through the central plateau to the summit of Mauna Loa. The rainfall due to the prevailing trade winds produces steep erosional valleys and cliffs. The lush vegetation and lack of sandy beaches sharply contrasts with other regions of the island. The dominating geographic feature in Hamakua is Mauna Kea and remains rural in nature and primarily used for agriculture and ranching.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

HYC first wants to expand current classes, activities, and programs offered. After identifying what our youth want to do by compiling a comprehensive needs assessment survey. Over 650 students and approximately 100 adults in our community completed the survey. Results indicate students want, in order of popularity, 1) culinary arts, 2) music, 3) cultural classes, 4) agriculture, and 5) arts. So our curriculum could expand to include teaching how to cook meals, play ukulele, additional cultures within our community, gardening and animal care; and photography. This list is not conclusive, but represents only the beginning of our efforts to attract our underserved youth in relevant and engaging classes.

A major portion of the scope of work is to develop a business plan for expansion of the *Connecting to the 'Aina* project. HYF wants to explore all options available in our area to find the best fit for our youth to make healthy choices. By developing a full scale business plan to evaluate and develop a permanent center that not only maintains the programs that we currently provide but also expands the programs to include areas that our youth survey indicated that our local youth want to explore. To do that, we need to evaluate potential permanent facilities for the center from five potential options we currently have. We also want to develop a plan for an aquaponics system, garden and animal care learning center. To accomplish all of that, we need to expand and develop job descriptions for two new positions; a program and agriculture coordinators. Financial sustainability needs to be addressed by developing a partner and fiscal resources plan. Finally we need to develop evaluation criteria for the program expansion.

After the completion of the business plan, we need to focus more on the *Connecting with the 'Aina* resource development. We must find grant sources for capital development and identify corporate sponsorship for program development. To complement the resource development for the program, we need to identify county, state, non-profit and private organizations to partner with, such as Kupu, Kamehameha Schools/Bishop Estate, and Department of Land and Natural Resources.

All HYC activities, special programs, services, snacks and meals are free. Developing and nurturing community partners is a growing requirement for the youth center operation as government and grant funding allocations dissipate due to growth of the non-profit sector.

The *Connecting to the 'Aina* project will be conducted from July 2016 to June 2017. The project provides our multicultural youth with experiential learning opportunities to expand their horizons through agriculture, fine arts, humanities and the traditions of our Hawaiian culture. These programs will also include parents and families of participant to help rebuild and strengthen family bonds that have been strained due to economic hard times.

The project includes five main activities, including lauhala weaving, plant propagation, Hawaiian implement making, hula dancing, and farmers' market. We estimate these programs will serve 100 unduplicated individuals. Most participants will take multiple, if not all, of the programs but these activities are designed to be flexible for the users so if they are not able to attend one session they can still continue participating.

The hula dancing, implement making and farmers' market activities will be year round. Hula normally takes about three hours per week while the implement making is four hours per week. The farmer's market is twice a month for five hours each so the total time of activities for just the year-round programs is 12 hours per week.

The programs that are scheduled throughout the year are designed to create a fourth year-round activity. The schedule is listed below and provides approximate dates for the individual sessions. The lauhala weaving is two hours per week for 16 weeks, the plant propagation is six hours per week for 24 weeks. These programs provide a total of over 800 hours of activities. When compared to the total hours that the center is open, only 1050 hours/year, these programs represents a significant portion of our service.

The lauhala weaving, plant propagation and Hawaiian implements can all develop products that will be sold at the farmers' market. A major part of this project is to develop independence, cultural awareness and leadership. The youth will raise plants that can be sold at the farmers' market or take home to share with their family.

Youth requested these programs to meet their collective interests, so we are providing them opportunities to refine their skills. We are adding value and sustainability through the farmers' market. While the youth enjoy making crafts and growing plants, we instill a cultural awareness and a skill set that will serve them as they grow into adults. The ability to sell their products is the essential element that will support future success in life, help to determine their life work and ultimately their life worth.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Plant Propagation – agriculture – two 12-week sessions, -- (Aug – Oct 2016 & Apr – Jun 2017)

- Two times a week for 24 weeks (three hours per class)
- Learn about Hawaiian moon phases and the pros/cons of each moon phase
- Propagate 6 types of plants each week (native and non)
- Learn about the canoe plants
- Learn to make sugar cane juice, pound poi

'Ulana Lauhala –fine arts – two 8-week sessions, (Oct – Nov 2016 & Feb – Mar 2017)

- 16 weeks total (two hours each class)
- At the end two bracelets and five rose earrings each
- Gather lauhala
- Learn general terminology of the hala tree
- Learn weaving terminology (in Hawaiian)

Hula-- Fine Arts -- (Jul 2016 -- Jun 2017)

- Twice a week for 1 ½ hours
- Learn basic hula steps
- Learn chanting
- Perform at our 2017 Hula Fest.

Hawaiian Implements -- fine arts -- (Jul 2016 -- Jun 2017)

- Ongoing two hours after-school session with HYC staff
- Hula tools, such as bamboo blowers and ipu (gourd)
- Mini poi pounders and ipu for ornaments

Farmers Market -- agriculture -- (Jul 2016 -- Jun 2017)

- Twice a month for five hour sessions
- Grow crops and plants at Farmers' market grounds
- Sell crops and plants grown by the youth
- Sell arts and crafts created by the youth

Connecting with the 'Aina business plan (Aug 2016 -- Jan 2017)

- Evaluate potential permanent facilities for the center
- Develop plan for aquaponics system, garden and animal care learning center
- Develop job descriptions for program and agriculture coordinators
- Develop partner and fiscal resources plan
- Develop evaluation criteria for program expansion

Connecting with the 'Aina resource development (Jan -- Jun 2017)

- Find grant sources for capital development
- Identify corporate sponsorship for program development.
- Identify county, state, non-profit and private organizations to partner with, such as Kupu, Kamehameha Schools/Bishop Estate, and Department of Land and Natural Resources.
- Identify local volunteer sources to support the actual learning center capital improvement.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

HYC use educators and leaders steeped in Hawaiian culture and others who can convey the rich values-based knowledge that exists in our community to schedule a variety of values-based activities, including presentations, and group discussions. These kupuna (elders) will assist activities, and intergenerational activities. Staff and kupuna will gather periodically during the service delivery period as well as at the conclusion to discuss program successes and possible weaknesses. This process will lead to corrective action if necessary to ensure quality assurance, continued youth participation and program success. A standard methodology will then be used consisting of additional discussions to correct problems, and creating a plan with timeframes to implement corrective action and allow sufficient time for follow-up. As *Connecting with the 'Aina* project develops, further evaluation will be developed, as part of the business plan, for that portion of the center's programs.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

HYF provides character-building, service-learning, after-school training for green job sector employment involving environmental stewardship, nature conservatory and resource management. We are building an educational pathway to career development to serve inexperienced and underserved youth living in a rural environment. Our measure of effectiveness will focus on providing job-skills and sustainable vocational training and evolve into internships that can lead to civically engaged youth in sustainable employment in related fields. Long term goals include encouraging students to pursue higher education and careers in related fields. Encouraging entrepreneurship in agriculture along with emphasis on how to access available resources from government and community partnerships. Specialized training can include topics on business plan development, grant writing, resource management, vector control, and political and financial resources available for agricultural endeavors.

Increased enrollment of activities, classes and youth drop-ins will be clearly identified. Number of classes will be determined by youth interest but total number of youth participating at the youth center and partner involvement will be reported. This is a long-term process to increase the program scope to what we will develop, so the completion of the business plan will be an easily identified accomplishment. The actual implementation of the plan will only be started by the end of this grant, but identifying resources to be tapped for future development will be an important part of the business plan. Identifying partners to help implement the plan will also be critical in expanding the program and minimizing the timeline that we will require.

One-half of this grant will employ a half time activity specialist to expand our special interest classes and 10% of the executive director's salary to help sustain the operation of HYC. In addition, this grant will pay for professional fees to complete the business plan without requiring the center to close down to do the due diligence required to develop a program of this scope.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

See attached budget forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$10,000	\$10,000	\$10,000	\$10,000	\$40,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

In addition to this request, HYF is seeking funding support in fiscal year 2017 from the following sources:

- County of Hawaii Non-profit grants - \$37,500
- Atherton Family Foundation - \$17,000
- Friends of Hawaii Charities - \$8,500
- Hawaii Island United Way - \$9,000
- Walmart - \$25,000
- John Ross Foundation - \$5,000
- Cooke Foundation - \$10,000
- Hawaii People's Fund - \$7,500
- Women's Fund - \$5,000
- County of Hawaii Flex grant - \$20,000
- Hawaii Hotel Industry - \$5,000
- Office of Youth Services - \$10,000
- Office of Justice Juvenile Program - \$25,000
- E. Olson Family Trust - \$7,500
- Stephen B. Hard - \$2,500
- HMSA Foundation - \$10,000

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

HYF does not have any, nor anticipate applying for any, state or federal tax credits.

5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

We have not received any federal funding and this is the only state funding grant we plan to applied for in 2016. We have received allocation from Hawaii County non-profit funding of \$32,500 for 2015 but only \$15,000 for 2016. Our 2017 request for \$37,500 has been submitted to the county to continue our current service to the youth.

Over the last 6 years that we have been operating as an independent non-profit organization, we have raised over \$800,000. Almost \$250,000 has come from donations and fundraising events. Less than \$200,000 has been from public funding of which approximately \$190,00 was from the County of Hawaii and the remaining \$10,000 came from the State of Hawaii via Office of Youth Services. The breakdown of funding sources is listed below:

- Grants - \$350,000 - 44%
- Donations - \$250,000 - 31%
- County - \$190,000 - 24%
- State - \$ 10,000 - 1%

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

The balance of unrestricted current assets as of December 31, 2015 is \$27,650. This gives us a cash reserve of approximately three months. The amount is broken out below:

- Cash in Bank is \$26,885
- Accounts Receivable is \$500
- Other Assets are \$265

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

The Hamakua Youth Center was founded in 1996 as a program of the YWCA as a prevention program for youth. Over the past 19 years the program has offered youth in the Hamakua District consistent prevention services in a multitude of ways. HYC is a no-fee drop-in center that offers the following: daily snacks and meals, homework lab, recreation opportunities, caring adult mentors, youth leaders, Hawaiian culture values-based learning, arts, multimedia, gender specific education, outdoor education, team building, environmental education, community service opportunities and access to social services that serve the family as a whole. HYC is a protective factor in youth's lives by providing a safe youth-focused environment, youth leadership, cultural education, life skills, and arts education as well as rotating special project throughout the year. HYC supports families by providing no-fee services for youth in a safe and structured environment during work hours thus assisting with childcare, food costs and homework.

HYC has served as an off-campus site for Department of Education's Honoka'a Intermediate and High School to implement several prevention programs. HYC has managed Alcohol and Drug Abuse Division (ADAD) grants, State of Hawaii Office of Youth Services grants, County of Hawaii grants and we are community partners with the Hawaii Island United Way. We have received funding through over 30 private foundations grants that range from \$2,000 to \$200,000. HYC has managed yearlong projects as well as multiple year programs specifically geared toward increasing the protective factors in youth's lives. The current staff and board of directors combined have well over fifty years of experience in planning, implementing, managing, and delivering outcomes for youth prevention services. HYC staff has referred youth to social services within our community, provided one-on-one mentorship with participants, and staff have experience as teachers, administrators, and youth advocates.

During the past nine years many of the Teen Court and Family Court community service referrals for youth first time offenders have been referred to HYC. A personal approach is taken with each referral in order to connect youth who are beginning to exhibit antisocial behavior, lack of interest in school and have started to experiment with alcohol, tobacco and other drugs. Each youth will be provided an intake that assists them in identifying goals and challenges. HYC staff works diligently to get these youths involved with Hawaiian cultural activities, job opportunities, and leadership training. They are then included into the youth center ohana to provide a sense of belonging to a group that values positive choices. This all-inclusive methodology provides a welcoming and caring effect on youth from a wide variety of backgrounds and ethnicities.

HYC staff members work with youth participants on a one-to-one basis. Staff provide regular mentoring of youth attending the center who face personal challenges relating to peer and family antisocial behavior. Hazards of substance abuse can be avoided through positive recreational and educational experiences, mentoring youth for the purpose of building self-concept and facilitating better communication with others.

Many of the youth that frequent the HYC daily admit that if there were no youth center they would be on the streets getting into trouble and using drugs. HYC is a safe harbor for local youth, providing basics on the hierarch of needs; food, safety, support and love. HYC programs are voluntary, and each day just after the school bell rings the youth come pouring in.

Specifically over the last three years, the programs along with the funding resource HYF has successfully run are listed below:

2015 - *Hamakua Harvest*, initiation of the Farmers Market funded by Atherton

2014 - 2015 – *Summer enrichment* program funded by Hawaii United Way

2012 – 2015 – *E Ola Pono, Righteous Living* funded by County of Hawaii & Shippers

2011 – 2015 - Underage drinking prevention program *Project Venture* funded by State Incentive Program and Office of Youth Services

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The HYF's Hamakua Youth Center, located at 45-3396 Mamane Street in Honoka'a, is directly across the street from Honoka'a Elementary/Intermediate and High Schools, making it readily accessible to students. The 900 square foot rented facility includes a homework and computer lab with four internet connected workstations with several printers, a social area, a kitchen and a music recording studio. The center is attended daily by 25-50 or more youth aged 5-20 years who flock to the center to enjoy the company of peers and access resources in a safe setting. In addition to utilizing our drop-in center, HYC utilize facilities at the Elementary and Intermediate Schools and at the Honoka'a Gym Complex. HYF coordinate with government parks, such as Volcano National Park, Kalopa State Park and Laupahoehoe Point Park. We also have used Kamehameha Schools' Kahalu'u Manowai in Kona, and private taro farms in Waipi'o Valley to facilitate outdoor activities.

We are currently looking at moving to a permanent facility. We have five options that would work for us but they all have some serious issues that we must overcome to make them work. The options include 1) renting a store front in town, 2) purchase an abandoned doctor's house that is next door to the center, 3) purchase the current property that the center is in, 4) continue to rent the center until the property is sold.

The fifth option is to take control of land that belongs to Department of Land & Natural Resources (DLNR). The land is approximately 14 acres that is currently under the control of Honoka'a High School. The school does not use the land and does not want custodial

responsibility for it. This land includes several buildings that will probably have to be destroyed because of the current condition. It also has a large storage shed that has been used by the local Lions' Club as a meeting room. This building will require extensive repairs to make it suitable for the youth center, but has great potential. The 14 acres has several acres of mature macadamia nut trees and several fields that have some overgrown gardens. HYC had previously worked in the garden until a DOE decision was made not to allow anyone to use the land. This land is less than one block away from our current location and would be a great addition to the center.

Since this is a significant venture, we would like to develop the business plan to identify all of the risks and benefits to obtaining this land. This plan would include additional labor cost for maintaining and developing the acreage as well as capital cost to repair the current building(s) to meet safety codes and limit liability.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

All staff has or will have at least two years of experience working with youth in a variety of settings, including outdoor garden and forestry work, youth councils, art and crafts, Hawaiian cultural activities and crafts, and indoors at our drop-in center.

Executive director leads the center's program implementation team in organizing activities, including scheduling of activity times, guest speakers, and staff schedules. Purchases and distributes necessary program materials and supplies. Leads or participates in special program activities that provide direct services to youth participants. Submits program activity updates and collaborates with the fiscal director, to monitor program expenses, participant attendance, and the results of programs and activities. Both directors provide assistance to HYF and other evaluators in completing evaluation and required participant survey forms.

The executive director position requires a minimum of three years organizing and leading youth programs. Experience with volunteer coordination and in a long-term community project including diverse age groups, community agencies and supporting community connections is required.

Fiscal director is responsible for the financial management of HYF. The position involves managing the board-approved budget, as well as grant writing and general administration and management. Oversees the project, ensuring that activities and programs are consistent with HYF's mission and performance targets. Provides monthly staff, program and financial reports to the HYF board of directors to ensure program expenditures stay within budget limitations. Represents the HYF at county meetings.

The fiscal director must have proven grant-writing skills with an emphasis on social services, or community organization. A minimum of two years' experience in budget reporting, grant reporting and grant writing. Must be first aid and CPR certified and Microsoft office suite proficient. Previous experience in a long-term community project which includes community members of all ages, community agencies and supporting business connections as well as communicates positively with tact.

Activity specialists (two part-time) leads and conducts a variety of program activities such as Hawaiian cultural values based educational outdoor camping, gardening, music, hula, food preparation, and physical fitness activities and programs. Provides mentorship to participants in identifying special needs, providing one-on-one support and defining activities and roles for the participant which facilitate learning, building positive self-concept, and mutual

respect. Completes required assessment reports on assigned participants. Attends required training. Monitors and supports volunteer leaders as assigned. Activities will include after school educational assistance, special interest classes requested by the participants, as well as cultural and agriculture programs.

Program Coordinator will oversee the development of the business plan of the agricultural project to ensure all aspects of the future program are addressed. The business plan must address future funding, revenue sources and operational expenses and capital development required for sustainability, as well as a partner development process established for future expansion. In addition, an evaluation process needs to be included within the plan to measure success and weaknesses of the new program. The coordinator will be responsible for the overseeing the plans for future program planning and requirements. Job description, qualifications and experience requirement for the program coordinator will be fully developed within the business plan.

Agriculture Coordinator will be responsible for the implementation of the agricultural program. The primary responsibility will be the development and maintenance of the agricultural infrastructure required to support an aquaponics system, garden and the animal care learning center. A full job description, qualifications and experience requirements, and timeline will be developed in the business plan.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

HYF has developed and will implement an organizational model based on the spirit of 'ohana that is so central to the Hawaiian tradition. This model incorporates the sense of a family working closely together to create a life-affirming environment for youth with clearly established pathways of communications among staff, board, youth, volunteers and the community of Hamakua that HYF serves. We envision the organization as both a business and family and see no inherent inconsistencies in youth, parents, volunteers, staff, board, and community working together in a professional as well as a personal way.

The board fulfills the basic requirements of a non-profit board of directors by 1) seeing that the basic purpose and mission stated above are fulfilled; 2) establishing broad policies for the content and implementation of all center programs; 3) taking on full legal and financial responsibility for the corporation including establishing budgetary control and a fiscal system of accountability; 4) seeing that the necessary federal, state and local statutes are followed; 5) acquiring the necessary insurance policies; 6) setting goals and standards for fund raising and receiving grants; 7) setting staff policies for hiring and termination; and 8) establishing a comprehensive set of staff policies and means for mediating staff concerns. Although the board will remain actively involved in the center's activities as in the past, the primary linkage with the staff will be through the executive and fiscal directors, who will both attend all board meetings

(except those portions that are deemed to be in executive session). Board members will also attend staff meetings as requested and/or needed.

The 'ohana organization relies on establishing effective communication with the staff and between board and staff through the "co-director model" depicted in the organizational chart. By having executive and fiscal leadership shared by two people, as well as encouraged with the full staff circle, the ohana model will create a balance of programmatic and financial guidance that truly serves our mission. The executive director and the fiscal director work collaboratively, dividing specific responsibilities according to their individual talents and ongoing needs of the center. Both co-directors report directly to the board and together are responsible for the day-to-day administrative and programmatic operations of the youth center. These positions will be scheduled with flexibility to meet the demands and fulfill the various functions required. There will be two part-time activity specialists (one funded through this grant and the other funded through the center's program budget through other grants) that report directly to the executive director. As the program grows via the business plan, there will be one program and one agricultural coordinators (these positions are not budgeted in this grant, but will be covered by other grants and fundraising activities) who will report directly to the executive director. HYF believes this model will achieve success in maintaining smooth operational practices and a system of checks and balances between the two co-directors, thereby creating a positive and streamlined working environment.

See the attached organization chart showing the proposed organization of the Hamakua Youth Center including the agriculture and program coordinators to be developed in the business plan for the agriculture program. Currently the center only employs the executive director, one activity specialist and contracts the fiscal officer.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

The annual budget includes salaries for an executive director and program specialist that totals \$66,000. We also have a fiscal director that works as an independent contractor and is budgeted under contractor labor.

- Executive Director - \$42,000
- Activity Specialist - \$24,000
- Fiscal Director (contractor)- \$15,000
- Program Coordinator – to be determined (mid 2017)
- Agriculture Coordinator – to be determined (mid 2017)

Future salaries will be required for the agricultural coordinator and program coordinator. Compensation for these positions will be determined in the business plan, as will the funding sources, job requirements and responsibilities.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

HYF does not have any pending litigation or outstanding judgements.

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

HYF does not have any special licensure or accreditation relevant to this request.

C. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

HYF will not use the grant to support a private education institution.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2016-17, but
- (2) Not received by the applicant thereafter.

While we have been making plans to move the youth center to a more permanent location, the business plan we want to develop will spell out how the center can become fiscally sustainable and itemize what further development and cash flow we will require to expand to fulfill our vision. A significant portion of the business plan will include identifying potential partners and resources. In preparation for a fiscal audit, we have improved our fiscal records procedures to provide transparency and full accountability to all of our sponsors. We further would like to expand our resources to include federal funding for future operational expenses.

Once our business plan is completed, we will have an itemized list of materials and capital improvements we will need to make the agricultural program sustainable. We anticipate requesting capital improvement funds next year, but should not require further operational funds from the state.

E. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2015.

See the attached Certificate of Good Standing. Hamakua Youth Foundation's Certificate of Good Standing is dated January 6, 2016.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Hamakua Youth Foundation, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	16,200		12,000	45,000
2. Payroll Taxes & Assessments	2,100		1,700	6,200
3. Fringe Benefits	1,700		1,300	5,800
TOTAL PERSONNEL COST	20,000	0	15,000	57,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0		0	
2. Insurance	0		0	1,500
3. Lease/Rental of Equipment	0		0	
4. Lease/Rental of Space	2,000		0	10,000
5. Staff Training	0		0	
6. Supplies	1,000		4,000	5,000
7. Telecommunication	0		0	1,500
8. Utilities	0		0	1,500
9. Professional Fees	10,000		5,500	8,500
10. Operations	0		7,000	2,500
11. Contract labor	5,000		0	9,000
12. Transportation/Travel	2,000		1,500	4,500
13. Food/Beverage	0		3,000	2,000
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	20,000	0	21,000	46,000
C. EQUIPMENT PURCHASES		0	1,500	1,500
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	40,000		37,500	104,500
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	40,000	Doug Connors 808-775-0976		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	37,500	1/19/2016		
(d) Total Private/Other Funds Requested	104,500	Signature of Authorized Official Date		
TOTAL BUDGET	182,000	Jack Zimmerman, President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Hamakua Youth Foundation, Inc

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
No equipment or motor vehicles are requested.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: Hamakua Youth Foundation, Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2014-2015	FY: 2016-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
TOTAL:						
JUSTIFICATION/COMMENTS:						
None. Capital funding may be requested in FY2017-2018 if required as determined by business plan developed.						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Hamakua Youth Center, Inc.

Contracts Total:

52,500

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	County of Hawaii - Non Profit grant	7/1/15 - 6/30/16	County R & D	Hawaii	15,000
2	County of Hawaii - Non Profit grant (applied)	7/1/16 - 6/30/17	County R & D	Hawaii	37,500
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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hamakua Youth Foundation, Inc.

(Typed Name of Individual or Organization)



1/12/2016

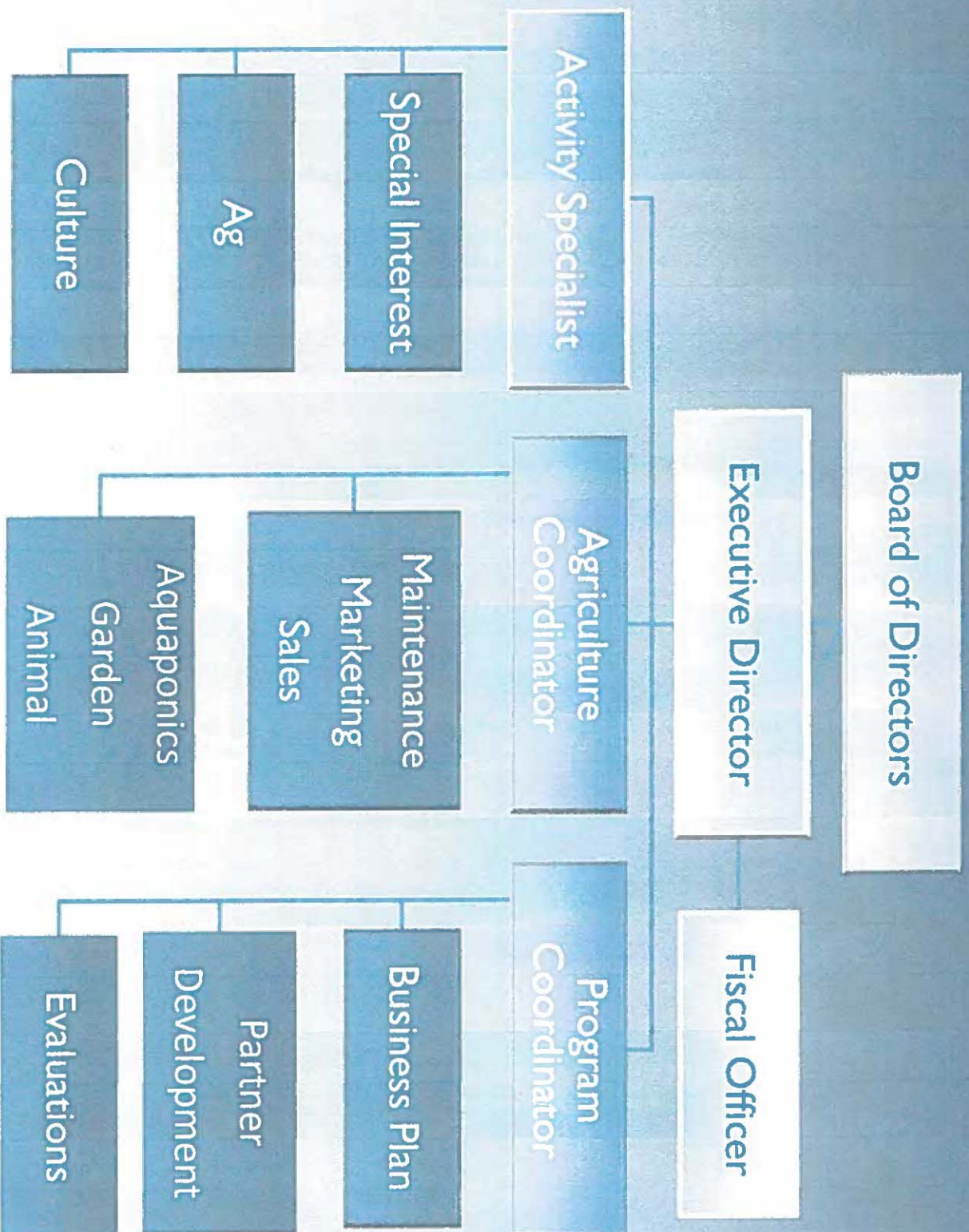
(Date)

Jack Zimmerman

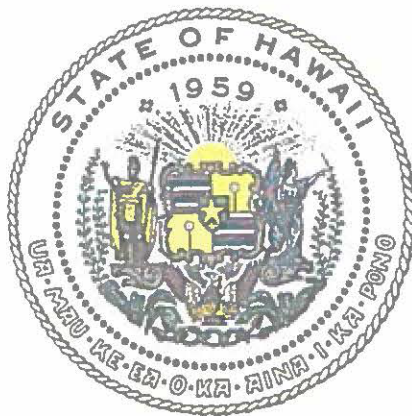
(Typed Name)

President

(Title)



Hamakua Youth Center Organization Chart



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HAMAKUA YOUTH FOUNDATION

was incorporated under the laws of Hawaii on 05/11/2009 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 06, 2016



Director of Commerce and Consumer Affairs

